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| DEPARTMENT OF GENERAL SERVICES RECORDS MANAGEMENT DIVISION RECORDS RETENTION AND DISPOSAL SCHEDULE | | Schedule No. M - 56 Page 1 of 2 |
| Agency TOWN OF RIDGELY | | Division/Unit FINANCIAL ADMINISTRATION |
| Item No. | Description | Retention |
| 1) | <u>ACCOUNTING RECORDS</u> (A) ANNUAL FINANCIAL REPORTS TO LOCAL AND STATE AGENCIES. (B) ASSESSMENT LISTS (FIELD BOOKS AND NOTES). (C) BANK BOOKS, STATEMENTS AND DEPOSIT SLIPS. (D) BUDGET RECORDS, PAPERS AND WORKSHEETS. (E) BUSINESS TRADING, FISHING AND HUNTING LICENSES. (F) CANCELLED CHECKS, CHECK COPIES, AND CHECK STUBS. (G) COUNTER CASH BOOKS. (H) DELIVERY ORDERS, RECEIPTS, AND RECEIVING REPORTS. (I) EXPENSE REPORTS. (J) GASOLINE TICKETS. (K) PAID BILLS, VOUCHERS, AND INVOICES. (L) PAID BONDS AND COUPONS. (M) PAID TAX BILLS AND PAID DELINQUENT TAX LISTS. (N) PAY AND RECEIVING WARRANTS AND TRANSMITTALS. (O) PAYROLL EXEMPTIONS. (P) PAYROLL JOURNALS. (Q) RECEIPT AND DISBURSEMENT JOURNALS. (R) RECEIPT BOOKS AND COPIES OF RECEIPTS. (S) RECONCILIATION AND TRIAL BALANCE SHEETS. (T) REQUISITIONS AND PURCHASES ORDERS. (U) TAX COLLECTION BOOKS. (V) TIME SHEETS AND MILEAGE REPORTS. (W) WITHHOLDING FORMS AND STATEMENTS. | RETAIN FOR THREE (3) YEARS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY. |
| 2) | <u>SPECIAL ACCOUNTING RECORDS</u> (A) ASSESSMENT BOOKS. (B) BOOKS OF FINAL ENTRY - GENERAL LEDGERS. (C) AUDIT REPORTS. | RETAIN PERMANENTLY. |
| 3) | <u>PURCHASING RECORDS</u> (A) ADVERTISING AND BIDS. (B) BID, QUOTE, AND TABULATION FILES. (C) COPY OF CONTRACTS AWARDED. (D) INVOICES. (E) MONTHLY EXPENDITURES REPORTS. | RETAIN FOR FIVE (5) YEARS AND UNTIL ALL AUDIT REQUIREMENTS HAVE BEEN FULFILLED, THEN DESTROY. |
| Schedule Approved by Department, Agency, or Division Representative. Date <u>4/14/97</u> Signature <u>J. Michael Downes</u> Typed Name <u>J. MICHAEL DOWNES</u> Title <u>TOWN ADMINISTRATOR</u> | | Schedule Authorized by State Archivist Date <u>MAY 5 1997</u> Signature <u>Edward C. Papenfuss</u> |

DGS 550-1 (Rev. 1/93)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
RECORDS RETENTION AND DISPOSAL SCHEDULE
(Continuation Sheet)

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Agency
TOWN OF RIDGELY

Division/Unit
FINANCIAL ADMINISTRATION

| Item No. | Description | Retention |
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| | <p><u>PURCHASING RECORDS, CONT.</u></p> <p>(F) PACKING SLIPS, BILLS OF LADING. (G) PURCHASE ORDERS. (H) RECEIVING REPORTS. (I) REQUISITION FORMS.</p> <p>(J) CORRESPONDENCE.</p> <p>(K) VENDOR LIST.</p> | <p>RETAIN FOR THREE (3) YEARS THEN DESTROY MATERIAL NOT NEEDED FOR CONDUCT OF BUSINESS.</p> <p>RETAIN UNTIL SUPERSEDED, THEN DESTROY.</p> |